



MEMORANDUM

Date: April 23, 2003

To: All Agency Secretaries
All Board & Commission Heads
All Department Directors
State Contracting Officials
State Purchasing Officials
Small Business and DVBE Advocates/Liaisons

From: Department of General Services
Executive Office

Subject: 2002-2003 CONTRACT PARTICIPATION REPORT DUE DATES

The Department of General Services (DGS), Procurement, Office of Small Business and Disabled Veteran Business Enterprise (DVBE) Outreach and Education is required to complete and distribute to the Legislature annual reports providing statistical information on every agency's level of contracting participation for the fiscal year 2002-2003.

This memorandum serves as a reminder to all state agencies of each report's requirement and due date(s), as follows:

- Small Business, Microbusiness, and DVBE Contracting Activity (Std. 810)
Government Code (GC) Section 14840, as amended by AB 835 (Ch. 1030, Stats. of 1998) and AB 1084 (Ch. 882, Stats. of 2001)
Annual: **Due September 7** each year to the DGS
Note: Mid-year report **Due March 1** each year to the DGS
- DVBE Contracting Activity
Military and Veterans Code Section 999.7, as amended by AB 409 (Ch. 767, Stats. of 1999)
Annual: **Due January 1** each year to the Governor, the Legislature, and the Department of Veterans Affairs
- Consulting Services Contract Report
Public Contract Code (PCC) Section 10359, as amended by AB 2631 (Ch. 953, Stats. of 2002)
Annual: **Due September 24** to the DGS, and also the Legislative Analyst, the Department of Finance, the Auditor General, the Joint Legislative Budget Committee, the Senate Appropriations Committee, and the Assembly Appropriations Committee.

When submitting your Small Business, Microbusiness, DVBE, and Consulting Services Contract participation reports to the DGS, please send to the attention of:

Department of General Services
Procurement Division
Attn: Report Coordinator
707 Third Street, 2nd Floor
West Sacramento, CA 95605

Mailing lists for the DVBE and Consulting Services Contract participation reports are attached for your reference and convenience.

Submit small business, microbusiness, and DVBE information on the Std. 810 Contracting Activity form. The Std. 810 form will soon be revised to capture the total number of contracts awarded to certified small businesses, microbusinesses, and DVBEs under the streamlined contracting authority in GC Section 14838.5 (AB 1084), and you will be notified when the revision is completed.

The Std. 810 can be located at www.documents.dgs.ca.gov/osp/pdf/std810.pdf. If your agency or department did not achieve the required 25 percent Small Business and three percent DVBE participation goals, please include with your report an improvement plan describing how you will achieve these goals in the future.

The Consulting Services Report form is not a standard form, but it can be located in the DGS' website at the following link: www.documents.dgs.ca.gov/pd/sbop/consultrep.pdf.

Finally, many of you have asked about the contract reporting by race, ethnicity and gender of the owner that is required by PCC Section 10116 (AB 1084), and also the reporting by minority, women, and DVBEs required by GC Section 11139.8 (SB 1045, Polanco [Ch. 1165, Stats. of 2002]). Each state agency is required to report this information to the Governor and the Legislature, but not to the DGS. The DGS has, however, created a template that state agencies may choose to utilize to report by race, ethnicity and gender of owner. It can be found at the following website address: www.documents.dgs.ca.gov/pd/sbop/ergowner.pdf. The DGS is working on developing a form to consolidate the reporting requirements in PCC Section 10116 and GC Section 11139.8, and will notify state agencies when it is completed and ready for use.

If you require any further information or have questions, please contact the Report Coordinator, Procurement Division, Department of General Services at (916) 375-4538.

J. Clark Kelso, Interim Director
Department of General Services

JCK:PAJ

Attachments

cc: Linda Adams, Acting Legislative Affairs Secretary, Governor's Office
Happy Chastain, Deputy Secretary-Legislation, State and Consumer Services Agency
Deborah Hysen, Acting Chief Deputy Director, Department of General Services
Karen Neuwald, Assistant Director-Legislation, Department of General Services
Ralph Chandler, Deputy Director, Procurement Division, Department of General Services
Michael Thomas, Chief, Office of Small Business and DVBE Outreach and Education, Procurement Division, Department of General Services
Tracey McDaniel, Small Business Advocate, Office of Small Business and DVBE Outreach and Education, Procurement Division, Department of General Services

**DVBE PARTICIPATION REPORTING
DISTRIBUTION LIST**

Linda Adams
Acting Legislative Affairs Secretary
Office of the Governor
State Capitol, First Floor, E-15
Sacramento, CA 95814

Mr. Gregory Palmer Schmidt
Secretary of the Senate
State Capitol, Room 3044, E-22
Sacramento, CA 95814

Ms. Diane F. Boyer-Vine
Legislative Counsel
State Capitol, Room 3021, B-30
Sacramento, CA 95814

Mr. E. Dotson Wilson
Chief Clerk of the Assembly
State Capitol, Room 3196, E-24
Sacramento, CA 95814

Mr. Glen Halsey
DVBE Advocate
Department of Veterans Affairs
1227 O St
Sacramento, CA 95814

**CONSULTING SERVICES CONTRACT REPORT
DISTRIBUTION LIST**

The Honorable Wesley Chesbro, Chair
Joint Legislative Budget Committee
State Capitol, Room 3060
Sacramento, CA 95814

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The Honorable Deidre Alpert, Chair
Senate Appropriations Committee
State Capitol, Room 5050
Sacramento, CA 95814

The Honorable Jenny Oropeza, Chair
Assembly Budget Committee
State Capitol, Room 6026
Sacramento, CA 95814

Department of General Services
Procurement Division
Attention: Report Coordinator
707 Third St, 2nd Fl, IMS Z-1
West Sacramento, CA 95605

Ms. Elizabeth G. Hill
Legislative Analyst
925 L Street, Suite 1000, B-29
Sacramento, CA 95814

Ms. Elaine M. Howle
California State Auditor
555 Capitol Mall, Suite 3000, B-24
Sacramento, CA 95814

Mr. Steve Peace, Director
Department of Finance
State Capitol, Room 1145
Sacramento, CA 95814